

PROGRAM

This is a bi-monthly newsletter and is downloadable from http://www.healthyfamilies.ca.gov

NEWS

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A publication providing information and items of interest to California Healthy Families and Medi-Cal Enrollment Entities, Certified Application Assistants, families, and participating plans.

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If you have a story idea you would like to share or comments about this newsletter, please contact us.

> EE/CAA Help Desk 1-800-279-5012

Email hfnewsletter@maximus.com

Website www.healthyfamilies.ca.gov

Top 10 Reasons to Use Health-e-App

Health-e-App (HeApp) is the web-based version of the paper joint application for Healthy Families and Medi-Cal Programs.

- 1. More Money! You get \$60 for every successful application using HeApp compared to \$50 for a paper application! That's \$1,000 more for every 100 successful HeApps!
- 2. Faster Processing! HeApp applications can be filled out faster and will electronically transmit the application information to the Single Point of Entry (SPE) without error! With HeApp's Fax Cover Sheet, checklist, and assigned bar code, documentation is easily linked to the correct application!
- 3. It's Free! HeApp is free for all active Enrollment Entities (EEs) & Certified Application Assistants (CAAs). There's no program to download Internet access is all you need!
- 4. Monitor Applications and Payments Online! HeApp can easily monitor your applications! EEs can see which applications have been paid, denied, or are still pending, and the reasons for denial!
- 5. Save and Store for 30 Days! HeApp can store all of your unfinished applications for up to 30 days! You can easily retrieve an application with all information intact and complete it at a later date!
- 6. Workload Management for EEs! HeApp lets EEs view and transfer their CAAs' unfinished applications quickly and conveniently! So even if a CAA assisting a family becomes unavailable, the family won't have to wait for that CAA to return because EEs can transfer their unfinished application to another CAA!
- 7. Completeness! Studies show that 68% of applications that come to the Healthy Families Program (HFP) have some form of missing information! HeApp ensures that application questions are 100% complete before they are submitted. With automatic error checking, you can't leave a required question blank!

Continued on next page...

Top 10 Reasons to Use HeApp Continued

- 8. Great Features! Built-in error checking ensures you answer all required questions and reduces delays due to missing information! HeApp even allows you to input gross pay and how frequently the income is received! Then HeApp automatically calculates monthly income and family size for you!
- 9. Easy to Choose a Doctor! HeApp can easily search and choose doctors by specialty, plan choice, language, and gender. It even provides maps and driving directions to the doctor's office!
- 10. Preliminary Eligibility Determination! HeApp's preliminary eligibility determination
 function lets families see the programs for
 which their children most likely qualify!

New HFP & AIM Handbooks Available

Each year, the Healthy Families Program (HFP) updates its handbooks. The 2007-2008 HFP handbooks are now available in English and Spanish. Other languages are expected to be available by mid-July. The updates for the handbook have already been integrated into the HFP website (www.healthyfamilies.ca.gov).

The Access for Infants and Mothers (AIM) handbooks have also been updated. The English version is currently available. Spanish and Chinese AIM handbooks will be available by mid-July. Updates to the AIM handbook will be incorporated into the AIM website (www.aim.ca.gov) as of July 1St.

Enrollment Entities (EEs) and Certified Application Assistants (CAAs) may request handbooks via the Marketing Materials Order Form found at www.dhs.ca.gov/mcs/medi-calhome/HealthyFamilies/HealthyFamilies0207.pdf.

When is the best time to call?

Applicants looking to receive the fastest access to the Healthy Families Program (HFP) Call Center (1-866-848-9166) should try calling during nonpeak times:

Good....Weekdays after 11 a.m.

Better...Weekdays after 6 p.m.

Best.....Saturdays 8 a.m. to 5 p.m.

The Call Center is open Monday through Friday, 8 a.m. to 8 p.m. and Saturday from 8 a.m. to 5 p.m



Premium Re- Evaluation

Beginning July 1, 2007, many families may experience higher premium payments due to changes in the Community Provider Plan for their county or plan transfers during Open Enrollment. One way to reduce these payments is to request that the Healthy Families Program (HFP) reevaluate the child's household income and deductions, which may reduce their premium.

If you think a family may qualify for lower premiums because their income or deductions have changed, you can encourage them to submit a Premium Re-evaluation Form. The form must be filled out completely and submitted to the HFP along with proof of income and deductions.

The form can be found on the HFP website in English at www.healthyfamilies.ca.gov/English/Publications/HF_FM_150_EN.pdf and in Spanish at www.healthyfamilies.ca.gov/Spanish/Publications/HF_FM_150_ES.pdf.

Did You Know...

With Health-e-App, you will ALWAYS get your reimbursement whether or not your Assistance Form is signed? To sign up for Health-e-App, call 1-866-861-3443

Immunization and Preventive Screening Charts

Each year, the Advisory Committee on Immunization Practices (ACIP), the American Academy of Pediatrics (AAP), and the American Academy of Family Physicians (AAFP) publishes updated recommendations for childhood and adolescent immunizations. You can find the approved 2007 Immunization Schedule based on these organizations' recommendations on the Healthy Families Program (HFP) website at www.healthyfamilies.ca.gov/English/Publications/ImmunizationSchedule.pdf.

In addition, the HFP also publishes each year a Preventive Health Screenings for Children chart. Preventive health care services can help children increase their chances of living a longer and healthier life. The chart provides guidelines for families to help ensure that children receive the correct health care services. This chart can also be found on the HFP website at https://www.healthyfamilies.ca.gov/English/Publications/ https://www.healthyfamilies.ca.gov/English/ https://www.healthyfamilies.ca.gov/English/ https:

Spanish versions of these charts are also available through the HFP Spanish website at www.healthyfamilies.ca.gov/hfhomeSPN.asp.

Income Documentation for Self-Employment

Self-employment income can be difficult to document. The Healthy Families Program (HFP) accepts documentation of self-employed income in the form of a 3-month Profit and Loss Statement (P&L) or through a Federal Income Tax Form 1040 with Schedule C.

When calculating self-employment income, the HFP does not include depreciation, meals/entertainment, and cash draws (for a P&L) as business expenses. The HFP adds the expenses for depreciation, meals/entertainment, and cash draws back to the monthly income. These types of expenses are referred to as "Disallowed Expenses." Please also note that any negative amounts on all self-employment documentation will be counted as zero.

Federal Tax Form 1040 with Schedule C or Schedule C-EZ

If the applicant sends in a Federal Tax Form 1040 or 1040NR with the corresponding Schedule C, the amount on line 12 of the 1040 or 1040NR must be the same as the amount on line 31 of the Schedule C. The HFP will add back depreciation (line 13) and meals/entertainment (line 24b) from Schedule C to line 12 of the 1040 or 1040NR. Self-employers may submit Schedule C-EZ (instead of Schedule C) with the Federal Income Tax Form 1040 if they do not claim depreciation as a business expense and total business expenses do not exceed \$5000.

Profit and Loss Statement:

If the applicant submits a P&L in lieu of the Federal Tax Form 1040 and Schedule C or C-EZ, it must be for the most recent three (3) month period prior to the date the HFP receives the documentation. The P&L must contain the following information:

- Date
- Name, address, and telephone number of the business

- · Gross income, itemized expenses, and net profit itemized on a monthly basis
- Signature of the person who earned the income with a statement that, "The information provided is true and correct."
- Percentage of income if partnership

Any depreciation or meals/entertainment amounts listed under expenses or cash draws taken by the owner will be added back in to the net profit for that month.

Please note that a Self Affidavit of Income Letter is not acceptable as proof of self-employment income. Also note that if the applicant, spouse, or other parent living in the home is a contractor or a 1099 employee, they are considered self-employed and must send in appropriate proof of self-employment income. An employer statement would not be acceptable.

The latest information on documenting self-employment income can be found on the HFP website in the CAA Reference Manual at www.healthyfamilies.ca.gov/English/caa/caa ref manual.htm

In addition, a sample P&L can be found on the HFP website in English at www.healthyfamilies.ca.gov/English/caa/pdfs/sampleprofitloss. ES.pdf.

Contribute to the EE/CAA Newsletter

This newsletter is only as good as the information we receive. If you have a story idea, correction, or concern about anything you read here, please don't hestitate to contact us at: hfnewsletter@maximus.com. Please story submissions brief and related to the Healthy Families or Medi-Cal for Families Programs.

Monthly Automatic Credit Card Payments

The Healthy Families Program (HFP) now offers an easy and convenient way to ensure that HFP premiums are paid every month and on time! Prior to June 2007, the HFP only accepted one-time credit card payments over the phone by calling 1-888-256-6167. Now, using the phone or Internet, HFP subscribers can sign up for monthly automatic credit card payments.

The HFP website at www.healthyfamilies.ca.gov offers the option of making a one-time payment or setting up a monthly automatic service to make the payments each month via credit card. From the HFP homepage, look for the links that read "Remote Payments Online Service" or "Make a premium payment online." For subscribers who would prefer not to sign up online, the HFP also offers the option of signing up for monthly automatic payments over the phone. The phone number to sign up for monthly automatic credit card payments is 1-877-267-3729. Whether signing up online or over the phone, subscribers will need to have their Family Member Number (FMN) and the check digit number found on the front of their HFP billing statement.

Regardless of which method is used to sign up, all subscribers using the monthly automatic payment service will receive a **25% discount on their HFP premiums**! Both toll-free numbers and the online service are available 24 hours a day, 7 days a week.

The Revised CAA Reference Manual

Curious about the impact employer-sponsored insurance could have on Healthy Families Program (HFP) eligibility? Not sure how to estimate a family's monthly HFP premium payment? Wondering about the requirements for using a Self Affidavit of Income Letter? You can find out in the revised Certified Application Assistant (CAA) Reference Manual!

The Healthy Families Program (HFP) has recently revised the English Certified Application Assistant (CAA) Reference Manual. This revised manual includes the latest program changes and updated forms for the HFP. The updated CAA Reference Manual is located on the HFP website at www.healthyfamilies.ca.gov/English/caa/caa_ref_manual.htm.

The CAA Reference Manual is divided into 13 sections, a Table of Contents and Introduction, each listed separately for CAA convenience. This manual is utilized for initial CAA training and makes an excellent working reference guide. CAAs can open any of the titled sections to review

such topics as "Family Size and Income Determination" or "Using Health-e-App." Many CAAs prefer to print the CAA Reference Manual from the HFP website and place it in a binder for daily use.

The Spanish CAA Reference Manual is currently under review and will be available soon. Please check future editions of this newsletter for more information about the Spanish CAA Reference Manual



Health-e-App Feature of the Month:

Built-In Error Checking

Have you seen one of these?

This is the error message that pops up when you do not answer if the mother lives in the home.



Or how about this one?

This is the error message that pops up when you do not select an income source or no income.



These are messages that pop-up when important questions are left blank on Health-e-App (HeApp).

With HeApp, all the important questions MUST be entered before you can move on. HeApp also ensures that all questions are answered before the application is submitted! This great feature reduces errors and speeds up the process to quickly enroll qualified families into the Healthy Families and Medi-Cal Programs.

More Resources for CAAs

Don't reinvent the wheel! Many sample documents are available to assist Certified Application Assistants (CAAs) with gathering the most accurate information from applicants and providing a completed application to the Healthy Families Program (HFP). These documents, available on the HFP website at

www.healthyfamilies.ca.gov and in the CAA Reference Manual, are great tools for daily use with application assistance. You can even download the sample forms and information to your computer for easy use and reference. Following are brief descriptions of just a few items that are available for your use and links for locating them on the HFP website. All of the below are available in English and Spanish!

Sample Profit and Loss Statement

The Profit and Loss Statement is a useful tool for self-employed applicants. Self-employed applicants have the option of using the Federal Tax Form 1040 and Schedule C or the Profit and Loss Statement. This sample Profit and Loss Statement also includes instructions on how the HFP calculates the monthly income. English: www.healthyfamilies.ca.gov/English/caa/pdfs/sampleprofitloss_pdf Spanish: www.healthyfamilies.ca.gov/English/caa/pdfs/sampleprofitloss_ES.pdf

Sample Self Affidavit of Income Letter

there is no other acceptable way to provide income. English: www.healthyfamilies.ca.gov/English/caa/pdfs/ Sample Self Affidavit Letter.pdf
Spanish: www.healthyfamilies.ca.gov/English/caa/pdfs/ Sample Self Affidavit LetterSPN.pdf

This Self Affidavit of Income Letter can be used when

Sample Employer Letter

When a pay stub or last year's tax forms are not available, an applicant may use an Employer Letter (for a period ending within 45 days) to document income. This sample Employer Letter ensures that all necessary information is provided. English:

www.healthyfamilies.ca.gov/English/caa/pdfs/
SampleEmployerLetter.pdf
Spanish:

www.healthyfamilies.ca.gov/English/caa/pdfs/ SampleEmployerLetterES.pdf

Income Calculation Worksheet

The Income Calculation Worksheet is a great tool to help CAAs calculate the income for each child and family member. This can be printed and completed by hand. This can be used as a screening tool to give CAAs an idea of the programs for which children may qualify. The HFP and Medi-Cal for Families will make the final determination for the children. English: www.healthyfamilies.ca.gov/English/caa/pdfs/SampleIncomeCalculationWorksheetresize.pdf
Spanish:

www.healthyfamilies.ca.gov/English/caa/pdfs/ SampleIncomeCalculationWorksheetresizeES.pdf

Income Calculation Worksheet Instructions

These are helpful instructions for calculating income for families. These instructions can be used in partnership with the Income Calculation Worksheet listed above. English:

www.healthyfamilies.ca.gov/English/caa/pdfs/ SampleIncomeCalculationWorksheetInstructionsOnly.pdf Spanish:

www.healthyfamilies.ca.gov/English/caa/pdfs/ SampleIncomeCalculationWorksheetInstructionsOnlyES.pdf

Rental Income Worksheet

When applicants have rental income and a Federal Tax Form 1040 is not yet available because they have not filed a tax return for the rented property, the Rental Income Worksheet can be used to document this income. This form must be completed in its entirety.

English: www.healthyfamilies.ca.gov/English/caa/pdfs/RentalIncomeWorksheet_EN.pdf

Spanish: www.healthyfamilies.ca.gov/English/caa/pdfs/RentalIncomeWorksheet_ES.pdf

You can access all of these forms and more on the HFP website's Download Forms and Information page in English at www.healthyfamilies.ca.gov/English/download.html and in Spanish at www.healthyfamilies.ca.gov/Spanish/download.html

Reimbursement Changes

Currently, Enrollment Entities (EEs) are only reimbursed for Certified Application Assistant (CAA) assisted Annual Eligibility Review (AER) applications when the child is granted eligibility for the Healthy Families Program (HFP) for another year.

A new process is currently in development to grant reimbursement payments to EEs when CAA-assisted AER applications meeting all necessary criteria result in children being granted another year of HFP eligibility **or** screened to Medi-Cal. Applications with split outcomes at AER where one child is screened to Medi-Cal and another child in the same household re-qualifies for the HFP will receive two payments of \$50 each.

Once implemented, this new payment process will be retroactive to January 1, 2007. All AER applications received on or after January 1, 2007, will be retro-processed for reimbursement determination.

And remember – if an application is denied due to missing information, you can still receive reimbursement! In order to receive reimbursement in this case, two things must happen. The HFP must receive the missing information within 60 days of the date the application was denied and the child must then be determined eligible for the HFP. After the 60 days, a new application will need to be submitted.

Welcome New & Returning HFP Enrollment Entities!

ATU SALUD, A MEDICAL CORPORATION

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ADRIENNE GARCIA

AGENT HERRERA

AGUIRRE INSURANCE SERVICES

ALBERT HSU INSURANCE SERVICES, INC.

ALEX HSIANG-CHEN CHANG

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ALMON PEDIATRIC HEALTH, INC.

ANGELINA MELCHOR

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AVENAL COMMUNITY HEALTH CENTER

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Welcome New & Returning HFP Enrollment Entities! (continued...)

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LOPEZ AND NOYES DENTAL CORPORATION

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SAN YSIDRO SCHOOL DISTRICT

SARAO. GUERRA

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SERVWELL INSURANCE SERVICES

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SILVA MANAGEMENT INSURANCE SERVICES

SKB FINANCIAL GROUP

SSG INSURANCE & FINANCIAL SERVICES, INC.

TAX & FINANCIAL GROUP BENEFITS

TEAGUE FINANCIAL INSURARANCE SERVICES, INC.

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WELLINGTON NEWPORT, LLC

WINGS OF REFUGE, INC.

WISE STEWARD CORPORATION

YANIRA ROBLES

YU YING YANG

Welcome New & Returning CAAs!

SARAIACOSTA LETICIAADKINS DEBRAAFFEE **ELIZABETH AGUILAR FLOR AGUILAR** MANUELAGUILAR BERONICAAGUILERA AGNES ALARCON **JANNETT ALCALA** MARIO ALFARO ANNETTEALLEN CAROLALMENDAREZ **MARISELA ALVARADO SUSANAALVARDO IDAALVAREZ KASSIDIALVORD** NANCYANDRADE **LYNNANDRE** JUANITAANGEL MARTHA ARCE **SANDRA AREVALO ADA ARMENTA ESTER ARMSTRONG** YANIRAARZOLA **AISHAASLAM** SYDNEY BALESTRERI **ERIKA BALLESTEROS** ANGELICA BALTAZAR **DEIRDRE BANKS SYED BAQUAR GLORIA BARBA** CARLOS BARROSO CAROLINA BASTARDO YURIDIA BATCHE KIM BATISTE **LUCIA BENAVIDEZ** SANDRA BENFIELD **BEATRIZ BERMUDEZ** SARA BODENHAM **DELIA BRAVO** JEHAN BUDAK **CHERIE BURRIS** ROXANA CABALLERO LUCAI MIRNA CAMPOS LINA CANAWATI CINDY CANNAROZZI MARISOL CARBONEL CECILIA CARRETO ESPERANZA CARRILLO MONICA CASILLAS SUZANNE CASSADY **DOLORES CASTANON** ROBERTO CASTILLO

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OLGAERIVES

SANDRA ESPARZA

NANCY ESPINOZA

NEGIN ESTEGHBALL ERICA FELIX **IRENE FEMATT** ALICIA FERNANDEZ FERNANDO FERNANDEZ BEVERLYFERRY ANA CRISTI FLORES **GABRIELA FLORES JOSE FLORES LUZFLORES** DAN FONTENOT ISIS FRANCO LUZ MARIA FRANCO MARIA FRANCO **CHRIS GANDEZA** ADRIANA GARCIA BELEN GARCIA GEORGINA GARCIA JUAN GARCIA MARIA GARCIA **MARTHA GARCIA** NORMA GARCIA STEVEN GARCIA **ELIZABETH GARNICA** WENDY GASPARYAN ELISA GAUARDO RAMON GAYTAN ROSA GOMAR **GLADYS GOMEZ** MARTHA GONZALES RENE GONZALES ALONZO GONZALEZ ANGELICA GONZALEZ **ELDA GONZALEZ** HORTENCIA GONZALEZ LORENA GONZALEZ **LUCY GONZALEZ** TERESA GONZALEZ VICTOR GONZALEZ **IRIS GUERRA** SANTIAGO GUERRA PATRICIA GUERRERO **ROSALVAGUERRERO** LINOGUILLEN ROSA GUILLEN **YVETTE GUTIERREZ AUDREY GWINN** TISA HALL **JILL HARRIS** CHARLES HASHIM ANNA HERNANDEZ ELSA HERNANDEZ MARICELA HERNANDEZ **MARICRUZ HERNANDEZ**

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IRMA MACIAS

Welcome New & Returning CAAs! (continued...)

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LUZ REYNOSA

ALFONZO RIOS

VIDA RIDLEY

JULIO RIOS

SONIA RIVAS

VERONICA RIVERA JEANETE ROBLES **RENAROBLES** ANA RODRIGUEZ **BELINDA RODRIGUEZ** CHRISTINA RODRIGUEZ **JUDITH RODRIGUEZ** LETICIA RODRIGUEZ **MARIA RODRIGUEZ MARILYN RODRIGUEZ** VERONICA RODRIGUEZ ALMA ROMERO **JOSE ROMERO** MERCEDES ROMERO **JULIANA ROSALES** CRISTINA ROSAS WENDELL SALAS ESMERALDA SALAZAR JOSE SALDANA **EMILY SAMUELS** ANGELICA SANCHEZ CHRISTNA SANCHEZ YANIRA SANCHEZ RICHARD SANDERELL VERONICA SANDOVAL WENDY SANTOYO TODD SCHEUER YESENIA SCOTT **ANAMARY SEBASTIAN ELIZABETH SERRANO** ANGELINA SERRATO **DOROTHY SHAVERS KERRY SHEFFER** SUSANNA SIBILSKY **RONALD SILIEZAR PAMELA SILIZNOFF** ANGELICA SILVA **GUADALUPE SILVA ISABELSILVEIRA SAKUNTALA SINGH** TINA SLATER **CHRISTOPHE SMITH GARY SMITH** JANICE SOLIS RICHARD SOLORZANO **LUIS SOMOZA**

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